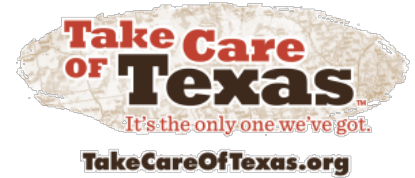


TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
Physical Address - 12100 Park 35 Circle, Bldg. A
Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov
Fax: (512)239-0111

State Title: Natural Resources Spec II
Functional Title:
Job Posting: 15220
Monthly Salary: \$3081.33
Salary Group: B17
Posting Date: 04/02/2015
Close Date: 04/17/2015
Section/Division: Water Supply Admin Section/ Water Supply Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 7332

Job Description:

Provides assistance on technical work related to compliance with state and federal drinking water regulations for the Public Drinking Water Section of the Texas Commission on Environmental Quality (TCEQ). Performs public drinking water record review investigations, evaluates deficiencies, and reviews technical reports; determines compliance with applicable statutes and rules; and prepares enforcement documents including letters, memos, summaries, and technical recommendations within established timeframes. Provides tracking of drinking water compliance schedules and maintains and prioritizes the Enforcement Response Policy (ERP)/Enforcement Targeting Tool (ETT) list. Maintains electronic databases; updates and verifies violation status; and tracks all assigned enforcement actions from initiation to closure. Provides technical and compliance assistance related to TCEQ rules, regulations and standards related to drinking water compliance for other agency staff, government entities, industry, and the general public. Organizes and conducts detailed technical meetings and presentations to discuss compliance matters and provide information to internal and external customers.

Minimum Qualifications:

A bachelor's degree from an accredited college or university, with a major in a natural or physical science, engineering, environmental studies, or related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

One year of full-time experience in the field of environmental activities may be substituted for each year (30 semester hours) of the required education.

Preferred Requirements:

Experience interpreting and/or implementing rules, regulations, policies or procedures.

Special Requirements:

Moving up to 20 pounds of paper.

Traveling up to 10% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer